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~~SECRET~~

Chief, ICAPS

5 February 1947

Executive for Personnel and Administration

Personnel Ceilings

25X9A2

A departmental personnel ceiling of [redacted] positions has been established for the Office of ICAPS, for the quarter ending 31 March 1947. This is inclusive of military personnel assigned. The number of departmental employees assigned to the Office of ICAPS, will not exceed the established ceiling of [redacted] positions between now and the end of March, without the personal approval of the Deputy Director.

25X9A2

If operational necessity requires the employment of personnel in excess of established ceilings, a request for an increase should be prepared in duplicate and forwarded to the Chief, Finance Division. This request shall contain a complete and detailed justification for the requested increase. All requests and justifications for changes in established personnel ceilings will be reviewed by the Advisor for Management and the Executive Director.

For planning purposes the following tentative departmental personnel ceilings have been established by quarters:

25X9A2

30 June 1947	[redacted]	(Inclusive of military personnel)
30 September 1947		(Inclusive of military personnel)
31 December 1947		(Inclusive of military personnel)
31 March 1948		(Inclusive of military personnel)
30 June 1948		(Inclusive of military personnel)

Changes in the above ceilings will be dependent upon the total overall departmental ceiling approved by the Bureau of the Budget and the amount of available funds.

At the beginning of each quarter your office will be advised as to the actual departmental personnel ceiling for the quarter.

[redacted] 25X1A9a

Colonel, AMD
Executive for Personnel and Administration

ERS:RJ
cc: Adv. for Mgm t.
Exec. for P & A
[redacted]
Chief, Personnel Div.
Finance (2)

25X1A9a

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